

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station				6. OPM Certification No.	
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		<input type="checkbox"/> New <input type="checkbox"/> Other									
Explanation (Show any positions replaced)				7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action			
Standard Position description #9120				<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status		11. Position Is		12. Sensitivity		13. Competitive Level Code	
				<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Special Agent				GS		1812		12	
d. First Level Review		Special Agent				GS		1812		12	
e. Recommended by Supervisor or Initiating Office		Special Agent				GS		1812		12	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment						c. Third Subdivision					
Department of the Interior											
a. First Subdivision						d. Fourth Subdivision					
U.S. Fish and Wildlife Service											
b. Second Subdivision						e. Fifth Subdivision					
						Signature of Employee (optional)					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						Series determination 1812 Grade - 1812/1811 2/72 TS-8					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
Covered under 5 U.S.C. 8336(1) in the primary category (OPM letter dated 3-18-83)											
SPD #9120 initially dated 9/3/82.											
25. Description of Major Duties and Responsibilities (See Attached)											

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U.S. Office of Personnel Management
FPM Chapter 295

Standard Position Description #9120

SPECIAL AGENT, GS-1812-12

The incumbent conducts the full range of difficult investigations that are required by laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service.

Major Duties and Responsibilities

The incumbent is required to perform the most difficult and complex law enforcement activities through planning, directing, and independently conducting investigations of persons and/or parties who are suspected of offenses against the criminal laws of the United States, specifically the U.S. statutes pertaining to the protection of fish, wildlife, plants, Service directives, Title 50, Code of Federal Regulations (CFR), and other regulations that are issued pursuant thereto.

The incumbent conducts the full range of difficult and complex law enforcement activities which involve the most sensitive and discrete handling of cases. Case handling includes surveillance; participating in raids, interviewing witnesses; interrogating suspects; searching for physical evidence and clues; conducting seizures of contraband, equipment and vehicles; securing and serving warrants, making arrests; inspecting records and documents; developing evidence for orderly presentation to the United States Attorney or other legal officers; testifying in court; preparing detailed reports; and successfully carrying out undercover operations.

Conducts thorough investigations as assigned. This includes undercover operations that are complex and must be pursued with the utmost awareness of repercussions which could result in embarrassment to the principals who have been alleged, the Department's Office of the Secretary and/or the Service's Director.

The incumbent must exercise a high degree of initiative and resourcefulness in developing fragmentary evidence or evidence that leaves much more to be sought in supporting legal charges as alleged. The incumbent must discern the magnitude of the case and adequately collect, segregate and develop facts that will lead to prosecutions.

The incumbent is responsible for long-range investigations and assumes responsibility for providing technical guidance and direction to agents of lower grades. Maintains liaison with Federal, State and local enforcement authorities, and with other organizations inside and outside the Service for purposes of obtaining, securing or exchanging factual information and testimony.

The incumbent is frequently required to travel from assigned duty station to various areas inside and outside jurisdictional boundaries of the Region. The incumbent must possess a valid State driver's permit at all times, and is required to operate motorized vehicles and boats.

The incumbent is required to protect and safeguard Government property and equipment with which

charged. Full performance of duties requires substantial amounts of irregular, unscheduled, administratively uncontrollable overtime.

As a condition of employment, the incumbent is required to undergo and successfully pass periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

FACTOR 1. Knowledge Required

The position requires a comprehensive and professional knowledge of fish and wildlife resources, and of the laws, rules, and regulations which govern the protection of plants, fish, wildlife, and their trade on a national and international basis. Knowledge is also required of the various customs laws, rules, and regulations pertaining to import and export of goods to and from the United States in addition to searches and seizures of contraband materials and equipment.

The incumbent must have knowledge of the various methods, procedures, and techniques applicable to complex investigations and other law enforcement activities required in the protection of fish, wildlife and plants. Since the cases assigned to this position are representative of the full performance level of work performed, the applicable methods, procedures, and techniques must be selected on the basis of a high degree of judgment that recognizes sensitivity to the violations, as alleged, discretion in the manner that evidence and facts are developed, and an awareness of the repercussions that may lead to embarrassment of the alleged person or parties, as well as of members of the Department's Office of the Secretary and/or the Service's Director. The incumbent must have the ability to establish the interrelationship of facts and evidence and to present findings in reports that are clear, concise, accurate, and timely submitted for appropriate review and action.

The incumbent must have in-depth knowledge of foreign governments' processes and procedures which regulate trade in fish, wildlife and plant species and their manufactured products.. This includes knowledge of international business practices which is applied in making determinations as to whether legal means are used to mask violations of laws designed to protect fish, wildlife and plants.

Since assigned investigations represent the most complex case handling, the incumbent is required to apply an analytical ability in determining the relationship between seemingly unrelated information in order to establish conspiratorial violations of Federal law.

The incumbent must have a sensitivity to international protocol and an ability to interact effectively with the general public and with other Federal, State, and local law enforcement authorities to maximize prevention and detection of violations.

The position requires skills and abilities in oral and written communication, operation of motorized vehicles and boats, and effective use of firearms.

FACTOR 2. Supervisory Controls

The supervisor outlines assignments in terms of broad issues, precedents, and parameters of governing policies. The incumbent is recognized as an expert in the procedures and techniques of investigations, and therefore, is expected to exercise latitude in investigatory approaches. The incumbent is also expected to exercise independence in the planning and conduct of investigations and to exercise judgment in determining whether evidence and facts collected are sufficient to support the allegations leading to prosecution. The supervisor, a Senior Resident Agent, reviews the work in progress, through consultation, and reviews the report of findings for their completeness, relevance, and accomplishment of the given assignment in accordance with compliance with the Service's established policies. The incumbent must be aware of case implications that involve State and local law enforcement officials and coordinate the efforts to assure successful planning and timing of activities.

FACTOR 3. Guidelines

Guidelines are available in the form of the Service's Administrative Manual, the Law Enforcement Manual, statutory provisions of applicable legislation, policies specified in correspondence, formal training, and interchange of practices and information with other law enforcement personnel inside and outside the U.S. Fish and Wildlife Service.

FACTOR 4. Complexity

The incumbent is required to apply a very high degree of expertise in the conduct of investigations which involve complex violations of Federal law, such as commercial, interstate and foreign transportation of fish and wildlife products where evidence compiled in other investigations must be assimilated and coordinated with other Federal, State, county and local agencies. Investigations assigned are sensitive in nature, and they are usually involved with a mix of legitimate and illegitimate business activities where great care must be taken to avoid entrapment of suspects and to protect the integrity of the investigation. Cases assigned may frequently involve jurisdictional problems, particularly in situations where violations in interstate commerce may, at the point of origin, impact Federal, State, county and municipal laws. Additionally, Investigations may involve cases of which the person(s) cited as culpable may be of an organization comprised of separate manufacturers, distributors, retailers and wholesalers of illegal manufactured goods. These type cases may frequently require surveillance undercover which is characteristic of a high degree of risk when posing as a member with false identification, personal history and other credentials.

FACTOR 5. Scope and Effect

The purpose of the work is to assure protection of plants, fish and wildlife through compliance with legislation, statutes, rules and regulations that are applicable to persons suspected of offenses against the criminal laws of the United States. The work requires investigation of complex problems pertaining to the general public's use of fish and wildlife, and their manufactured parts. The scope of the work impacts all importations, exportations, and interstate commerce of plants, fish, and wildlife as provided for in various legislation, laws, and international treaties and conventions. Additionally, economic implications are present (where legitimate businesses or industries are based on trade in fish and wildlife

products). Work affects the present and future ability of international fish and wildlife resources to withstand commercial exploitation.

FACTOR 6. Personal Contacts

Personal contacts are with personnel in Federal, State and local investigative agencies, officials of foreign governments, as well as with importers, exporters, carriers of interstate commerce, wholesalers, retailers, distributors, brokers, representatives of Indian councils, and the general public. Contacts are also with officials of the Office of the Solicitor, Department of the Interior and the U.S. Attorney, Department of Justice.

FACTOR 7. Purpose of Contacts

Contacts with other investigative personnel are for the purpose of obtaining and/or exchanging information pertaining to law enforcement matters. Contacts with officials of foreign governments are for purposes of assuring that enforcement practices and activities are applied or conducted within the parameters of treaties and conventions. Contacts with members of the general public are for purposes of interrogation, compiling evidence, securing testimony, and obtaining or exchanging information pertaining to enforcement authorities applicable to plants, fish, wildlife and/or their parts. Contacts with the Department's Office of the Solicitor and the U.S. Attorney are for purposes of presenting completed reports of investigations that lead to prosecution.

FACTOR 8. Physical Demands

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

FACTOR 9. Work Environment

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions high/low temperatures, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.